



## **Employee Self – Evaluation Prior to Performance Review**

Have I been given my official job description?

Do I know what is expected of me in my role?

Do I have clear personal and professional goals (short, mid and long term)?

What are my major strengths?

- Do I receive praise for my work?
- What results do I achieve with confidence and assurance?
- Which of my working relationships are solid?

Where are my opportunities for growth and development?

- Are there skills I delay improving?
- Are there areas of my work I dislike?
- In what areas do I require assistance?
- Am I criticized for any aspect of my work?
- Which relationships need strengthening?
- What have I done recently to become more effective at my job?

What is my plan to:

- Maximize my strengths.
- Overcome my shortcomings.
- Show continuous improvement in my area of responsibility?
- Improve my working relationships.
- Increase my knowledge, skill and experience.
- Involve management in carrying out my plan.